



DEPARTMENT OF THE NAVY

COMMANDER NAVAL AIR FORCE RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5200

COMNAVAIRFORESINST 3710.4E
N3A

5 NOV 2006

COMNAVAIRFORES INSTRUCTION 3710.4E

From: Commander, Naval Air Force Reserve

Subj: PILOT/NAVAL FLIGHT OFFICER (NFO) SELECTION PROCEDURES AND
POLICIES

Ref: (a) CNATRAINST 3740.8J

1. Purpose. To standardize procedures and policies for selection of pilots/NFOs to fill billets in Navy Reserve Component (RC) Squadrons and Squadron Augment Units (SAU).
2. Cancellation. COMNAVAIRESFORINST 3710.4D
3. Background. The requirements and demands placed on a Selected Reserve (SELRES) pilot/NFO are extensive and unique. Therefore, special consideration is required in the selection process of available candidates. Formal board action is directed to ensure that SELRES officers are afforded the opportunity to compete equitably for these assignments.
4. Discussion
 - a. RC Squadron Pilot/NFO Selection Board Composition. When a pilot or NFO vacancy occurs in a RC squadron, the RC squadron Commanding Officer (CO) will request the respective wing commander to convene a board to consider all candidates available for assignment. The board will consist of the following voting members:
 - (1) Chairman: Wing commander or designated representative. If used, the designated representative shall be the Chief Staff Officer or above.
 - (2) RC Squadron CO; or if not available, the executive officer or Officer in Charge (OIC) may be designated as the CO's representative.
 - (3) One or more senior officers (O5/O6) from local units shall be appointed as voting members.

5 NOV 2006

b. Chief of Naval Air Training (CNATRA) Squadron and Fleet Replacement Squadron (FRS) SAU Pilot/NFO Selection Board Composition. Refer to reference (a) for procedures and composition.

c. Conduct of Board

(1) The type wing commander will act as the convening authority for the selection board.

(2) The type wing commander, or his designated representative, will serve as the chairman of the selection board.

(3) When more than one RC squadron of the same type of aircraft has vacancies and are located at a single site, all such units will be represented.

(4) All board members will be notified, in writing, of the selection board convening date.

(5) Candidates' information folders will be compiled and presented to the selection board by the senior Full Time Support (FTS) officer at the RC squadron or SAU.

(6) Minutes of the pilot/NFO selection board will be maintained by the designated recorder for the board.

(7) Initial assignment of a senior officer to a billet requiring a junior officer (captain to a commander billet and commander to lieutenant commander billet) is not authorized with the exception of critical designators and Navy Officer Billet Classification (NOBC) codes. Waivers may only be granted by Commander, Naval Air Force Reserve (COMNAVAIRFORES (CNAFR)). Captain assignments in RC squadrons are not authorized except to flight surgeon billets. To ensure that recently selected commanders have reasonable opportunity to compete for leadership billets, length of assignment/continuation of these officers in a RC squadron billet will be reviewed at each semiannual aircrew review board.

(8) Commanders who have been previously approved to fill junior officer billets within CNAFR commander ceilings, shall be

- 5 NOV 2006

transferred immediately when a qualified junior become available. The determination of "qualified" will be made by the board and based on the factors discussed in the subsequent paragraphs.

(9) Summary of board proceedings and selection results will be forwarded to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) N3A, via chain of command, for endorsement. COMNAVRESFORCOM N12 will provide final administrative action required for member affiliation.

e. Pilot Selectees/NFO Selection Criteria. Noncommand screened O5s and O5 selectees will not be considered for selection of open billets. Selection should be based on the following considerations (listed by priority):

- (1) Flight safety record.
- (2) Fleet/Reserve experience.
- (3) Present rank and promotion record.
- (4) Special qualifications (e.g., Landing Signal Officer, Aviation Safety Officer, maintenance schools, combat experience, etc.).
- (5) Availability to participate.
- (6) Domicile (as it relates to travel to/from drill site).
- (7) Transition requirements.

f. Pilot/NFO Candidate Information. When considering candidates for vacancies, the senior FTS officer at the RC squadron, or SAU, will collect and make the following items available to the selection board:

- (1) Flight logbook
- (2) Flight Training/Qualification Jacket
- (3) Summary of flight activity, service assignments, and pertinent qualifications

5 NOV 2006

(4) Summary of personal contact with at least one of the candidate's previous COs, executive officers, or operations officers. Contact will be made by the RC squadron/SAU CO, executive officer, or OIC. Information required includes:

- (a) Flying abilities/flight discipline
- (b) Headwork, particularly as it relates to flight safety
- (c) Officer-like qualities
- (d) Community/professional reputation
- (e) Recommendations/nonrecommendations

(5) Summary of civilian job activity

(6) Copies of the five most recent officer fitness reports. These are not absolutely required, but are highly desired for review by the selection board. Such reports will be safeguarded at all times and will be either destroyed or returned to the candidates, as applicable, when these reports are no longer required by the board.

(7) A recent (within 60 days of the board convening date) Flight Medical Clearance (NAVMED 6410/2) documenting the member's medical record has been reviewed and the individual is physically qualified and aeronautically adaptable for the assignment.

5. RC Squadron/SAU Transfer. Pilots/NFOs previously selected by a selection board to fill a RC squadron/SAU billet who desire to transfer to a new unit (e.g., when necessitated by civilian job transfers), may be transferred between like RC squadrons/SAUs when vacant billets are available and with the concurrence of the wing commander.

5 NOV 2006

6. Action. Wing commanders will ensure the best, qualified pilots/NFOs are selected to fill SELRES flying billet vacancies using priority manning directives.



D. L. Roy
Chief of Staff

Distribution:

Electronic copy via COMNAVRESFOR web site
<http://navyreserve.navy.mil>